



**FORT SASKATCHEWAN PUBLIC LIBRARY  
MINUTES OF THE REGULAR BOARD MEETING**

**January 12, 2015**

**IN ATTENDANCE:**

Sheldon Bossert, Councillor  
Miranda Brun, Trustee  
Alix Hennig, Trustee  
Stuart McGowan, Trustee – via video conference  
Allison Santo, Trustee  
Gail Shkolny, Trustee  
Kathleen Stevenson, Chair  
Kelly Thompson, Trustee  
David Larsen, Director  
Susan Schulz, Recording Secretary

**ABSENT:** Brenda-Lee Dahlseide, Trustee,

Call to order: Kathleen Stevenson called the meeting to order at 6:05 p.m.

1. WELCOME AND INTRODUCTIONS – Guest, Morgan Northey
2. APPROVAL OF THE AGENDA

*Motion by Kelly Thompson to accept the agenda as amended. Seconded by Sheldon Bossert. CARRIED*

3. APPROVAL OF THE MINUTES OF THE December 1, 2014 REGULAR BOARD MEETING

*Motion by Alix Hennig to approve the minutes of December 1, 2014 as circulated. Seconded by Gail Shkolny. CARRIED*

4. FROM THE MINUTES
  - a. Nothing to report.

5. FINANCIAL REPORT
  - a. Monthly Financial Statements – David reviewed the financial statements:

*Motion by Stuart McGowan to accept the financial statements ending November 30, 2014. Seconded by Kelly Thompson. CARRIED*

## 6. REPORTS

- a. Chair's Report – Kathleen Stevenson.
  - a. Kathleen attended the budget talks with Council last month. Kathleen and David will speak with Mirjam Brett regarding the one-time \$10,000 funding for the Plan of Service.
  - b. Kathleen thanked the Board for all of their help while being Chair
- b. Personnel Committee – Stuart McGowan. No meeting this past month
  - a. The Plan of Service has been put in to place. Stuart appreciates the hard work from the Board, the Personnel Committee as well as David and Stacey.
  - b. Looking forward to next meeting in February.
- c. Finance, Development and Advocacy Committee – will meet after tonight's Board meeting.
- d. Report from Council - Sheldon Bossert
  - a. Council resumes it's meetings Tuesday January 13, 2015
  - b. New board member appointment is on the Council agenda
  - c. Sheldon will be putting forward a motion to Council regarding the Library's 2015 Operating Grant Request. It will be last on the agenda prior to motion of adjournment. Sheldon invited Board members to come about 7:15 p.m.
  - d. Two new schools – Sheldon is still hopeful that the footings for both schools will be placed in the ground despite the low oil costs in the province.
  - e. A plebiscite could be held on Monday February 23, 2015 asking citizens of their interest in the Heritage Centre in Legacy Park. Advance polls, special ballots and three institution locations will be available for citizens to vote ensuring the maximum amount of exposure and voter turnout.
- e. Director's Report – David reviewed his report and highlighted:
  - a. Funds have been received from DOW towards the workstation for the physically/visually challenge therefore David will be in contact with Agora, a company who provides such desks and equipment.

*Motion by Miranda Brun to accept reports a-e as information. Seconded by Alix Hennig. CARRIED*

## 7. OLD BUSINESS/BUSINESS ARISING FROM THE MINUTES

- a. Nothing to report.

## 8. NEW BUSINESS

### a. Election of Library Board Executive positions

*Motion by Kelly Thompson that the Chair be passed to Sheldon Bossert (Councillor). Seconded by Allison Bossert. CARRIED*

- i) Chair
  - a. Miranda Brun nominated Alex Hennig
  - b. Alix accepted
  - c. Allison Santo nominated Stuart McGowan
  - d. Stuart accepted
  - e. Alix Hennig is elected Chair
  
- ii) Vice-Chair
  - a. Stuart McGowan indicated that he would like to run for Vice -Chair
  - b. Sheldon Bossert called for nominations – none were received
  - c. Stuart accepted
  - d. Stuart McGowan is the new Vice-Chair
  
- iii) Secretary
  - a. Kathleen Stevenson nominated Kelly Thompson
  - b. Kelly accepted
  - c. Kelly Thompson is the new Secretary

*Motion by Stuart McGowan to destroy the ballots. Seconded by Kathleen Stevenson. CARRIED.*

*Motion by Gail Shkolny that the meeting be passed back to Kathleen Stevenson as Past Chair of the Library Board. Seconded by Kelly Thompson. CARRIED*

- b. Board Basics Workshop to host March 14, 2015
  - a. David will begin arrangements
  
- c. Library/city hall lockdown
  - a. Concern over lack of lockdown procedures for the library.
  - b. David will contact the City's Health and Safety Advisor and review lockdown procedures.
  
- d. Library Director's office – quotes
  - a. David is still waiting to receive one more quote. He hopes to have it for the next Board meeting.
  - b. David reviewed existing two quotes with the Board but will wait upon the third before a decision is made concerning his office.

Stuart McGowan left the meeting at 7:15 p.m.

- e. 2015 Operating Grant Request to Council – Motion to Council by Sheldon Bossert
  - a. Discussed in 6 d)
- f. Minute taker for meetings – will remain as is.

9. CORRESPONDENCE

- a. Thank you card from the Food gatherers society thanking the library for their support with the Christmas Hamper through the Book for Every Child campaign.

10. Upcoming Events

- a. Kathy Stevenson and Stacey Wenger are organizing a makerspace program for February 1, 2015 – “Makerspace” Marble Run. Empty cardboard tubes of various sizes are needed.
- b. Trade show April 24-26, 2015 and the July 1<sup>st</sup> parade to be discussed during the next Finance Development and Advocacy meeting.
- c. Alberta Library Conference April 30-May 1, 2015 – to be discussed at the next Board meeting.

11. Roundtable

- a. Kelly Thompson – Vice president of the social club at school.
- b. Susan Schulz – passed around Board phone list to be updated. Volunteer hours will now be recorded by each Board member – paperwork will be found in mail slots
- c. Allison Santo – will not be here for the next meeting
  - a. Allison is interested in being on the Personnel committee for 2015, attending the conference in Jasper and also offered her help with the trade show.
- d. Sheldon – spoke of his recent trip to Puerto Morelos

12. Next meeting: Monday, February 2, 2015, 6 p.m. Fort Saskatchewan Public Library Program Room

13. Adjournment

*Motion by Alix Hennig to adjourn the meeting at 8:52 p.m. CARRIED.*

  
Board Chair

  
Board Secretary